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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

TECHNICAL EDUCATION DEPARTMENT

Notification

The 17th November, 2017

No.44/83/2017/5TE.— The Governor of Haryana is hereby pleased to issue the Guidelines for safety and security in the Technical Institutes. All the Technical Institutes in the State are directed to comply with the following safety and security guidelines in letter and spirit:

1. Whereas a safe environment to work and to study is of paramount importance for successful academic functioning, therefore, the Principals, Head of the Institutions and the Management is responsible for ensuring proper / adequate safety and security of the students. The onus and the responsibility of providing the security and safety to the students as well as other employees lies with the authority of the Institute.
2. Since, the students of the institute are also sent on Educational tours, study tours, field visits, industrial visits and excursion etc. The safety and the necessary safety measures during this time is exceeding important. Appropriate safety and standard measures during the visits is to be provided to prevent any untoward incidents.
3. Shall be the responsibility of the Principal/Head/Management to get the antecedents and character, duly verified, of all Drivers, Conductors, Helpers, Attendants, Sweepers, Gardeners and other staff from the Police Department.
4. CCTV cameras should be installed at all important spots (such as rest rooms, entry gates, boundary walls, all the corridors and the staircases, library, auditorium, computer lab, entrance of class rooms, entrance of washrooms, etc) in the Institutes premises. The CCTV cameras must be functional at all times along with provision of adequate recording and storage capacity for 45 days. Timely supervision of the working of CCTV cameras must be done by a dedicated team.

5. The entry and exit point of the Institutions should be well guarded by the security personnel as well as under the surveillance of CCTV cameras. A Movement Register should be maintained by the Security Personnel maintaining the record of every entry and exit in it. The entry and exit in the institute should be logged clearly with the purpose of visit and their in and out times specified.
6. Every person of the premises should have a valid Identity Card or valid visitor pass. Detailed record of all staff members should be maintained in the institute.
7. Institutes should get the Security/ Safety Audit done of the premises and of their employees (Teaching/ Nonteaching and other personnel's employed in the institutes through an outsourcing agency) from Respective Police Station.
8. Police verification and psychometric evaluation of all the employees may be done very carefully and in the detailed manner. Certification be sent to the Technical Education Department biannually.
9. Ensure that outsourcing staff is employed only from authorized agency, who has a good and clean record. A proper record of these employees is to be maintained.
10. Ensure that the students follow the Standard Operating Procedures and prescribed safety norms while performing the practical in the laboratory and workshops. Important telephone number of the nearby Health and the Police Department should be available and displayed in the workshops and labs.
11. High emphasis should be laid upon to ensure that the students are not exposed to physical, chemical, biological, mechanical and psychosocial hazards in the institute as well as in hostel.
12. To constitute Parents- teachers- students committee to address the safety needs of the students and to take regular feedback from the parents. The institutes should strike to promote the better understanding amongst their teachers and staff on the laws protecting the safety, security and interests of the students and advice means to take immediate remedies action against such violation. Care must be taken that such consequences and actions do not cross the line by way of giving very harsh punishment that may cause physical and mental damage to health of students.
13. In order to ensure that Institute management and faculty receives timely, accurate and useful information in the events of significant emergency or dangerous situation in campus or in the local area that poses an immediate threat to the health and safety of students and staff, some emergency notification system through which emergency message can be sent via email, mobile, Whatsapp, text message etc. within minutes of the occurrence of an incident.
14. In compliance to AICTE regulations 2012, F no. 37-3/legal 12012 dated 25.12.2012, all the Technical Institutes are required to establish the mechanism for Grievance Redressal. Further, the technical institutes are also required to establish Internal Complaint Committee (ICC) (As per section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016. The details of the said committees along with contact details of the committee members should be displayed prominently on the Notice Board of the institute and also on the intuitional website for information of all stakeholders.

The guidelines as issued by MHRD and regulatory bodies like UGC, AICTE, PCI, CoA, NCHMCT etc. from time to time should be duly complied with by all the technical institutions in letter and spirit.

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Technical Education Department.